



Free Clinic of Simi Valley Multi Services Center

Agency Application

Information

Agency Name: _____ Date: _____

Address: _____
Street Address *Unit #*

_____ _____
City *State* *ZIP Code*

Agency Phone: _____ Primary Contact Email _____

Agency Website: _____ Second Contact Email _____

Space Request

Days of Use: _____

Hours: _____ Internet? YES NO

Special Needs: _____ Describe Type of Service: _____

Shareable Space? YES NO How Often? _____

Additional Information

How do you hope to use our facilities? For example: A business office, interviews, client services, etc.

Disclaimer and Signature

If this application leads to inclusion in the Free Clinic of Simi Valley – Multi Services Center, I understand that our agency will be assessed a rental fee based on square footage, cost of utilities, common area maintenance.

Signature: _____ Date: _____



Free Clinic of Simi Valley Multi Services Center
Agency Criteria
As of 2-18-2020

I. INTRODUCTION

Inclusion in the “Multi Services Center (MSC)” is open to not-for-profit health and human service organizations serving clients within the geographic area of Simi Valley. The Free Clinic of Simi Valley’s governing board identifies the basic eligibility criteria that an agency must meet in order to be considered for inclusion in the MSC. In addition, the Facilities Committee reviews each agency taking into consideration such factors as how each agency would enhance the MSC family of agencies and other economic and environmental factors.

II. THE APPLICATION PROCESS

Agencies interested in inclusion in the MSC must submit written application and address the following criteria.

A. Agency Constitution & By-Laws

The agency shall have a constitution and/or by-laws which clearly define the agency's purpose and objectives and outlines the duties, authority, and responsibilities of its governing board.

B. Charter of Incorporation & Tax Exempt Status

The agency shall be: incorporated, not for profit; voluntary; exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code and in compliance with governmental regulations and reporting requirements by (a) filing an annual not-for-profit corporation registration, (b) obtaining any necessary state sales and use tax exemption, and (c) complying with all other legal requirements.

C. Non-Discrimination Policy & Affirmative Action Statement

The agency shall submit an affirmative action statement and shall operate, by policy and practice, without discrimination based on age, race, religion, sex, economic status, cultural heritage or national origin. This shall be true in all respects of the agency's operations, including service to people, selection of board, employment of staff, and purchase of supplies.

D. Two Year Existence

The agency shall have been in operation in the field of health and human service for a minimum of two years prior to applying for inclusion in the MSC.

E. Necessary Program Licenses

The agency shall have any current licenses required for the service(s) being provided. The agency should also have a certificate of insurance and carry general liability insurance, listing The Free Clinic of Simi Valley also.

F. Certified Audit/ Financial Statement

The agency shall submit a certified audit, conducted by an independent certified public accountant, for the year previous to the year in which the agency has applied for inclusion. A financial statement is also acceptable.

G. Agency Service Area

The agency shall provide services to persons within Simi Valley.

H. Board Organization

1. The agency shall be governed by a qualified board of directors, which meets at least quarterly.
2. The board shall oversee and approve the development and implementation of the agency's annual operating budget.
3. The board shall appoint a qualified administrator whose qualifications and experiences are such that he/she can effectively administer the program housed in the MSC and be the responsible party to report the FCSV governing board.
4. Board members shall be representative of the community and/or clientele served.

I. Purpose & Objectives

The agency's purpose and objectives must be in the field of health and human services in order to be eligible for inclusion in the MSC. In addition, the included agency shall agree that the office space provided shall be for the purpose of the included agency and not a sub-lessee.

J. Health & Human Service Needs

The agency shall provide services that address one or more demonstrated needs existing within the Simi Valley service area.

K. General Financial Support

The agency shall be able to demonstrate that it can add to the MSC by:

1. Exhibiting the ability to provide one or more services that are of extraordinary benefit to the residents of Simi Valley.
2. Agreeing to a calendar of fundraising activities that is respectful of the FCSV fundraising activities.

L. Personnel Policies

Agencies with employed staff shall have written personnel policies.

M. Agencies Not Eligible:

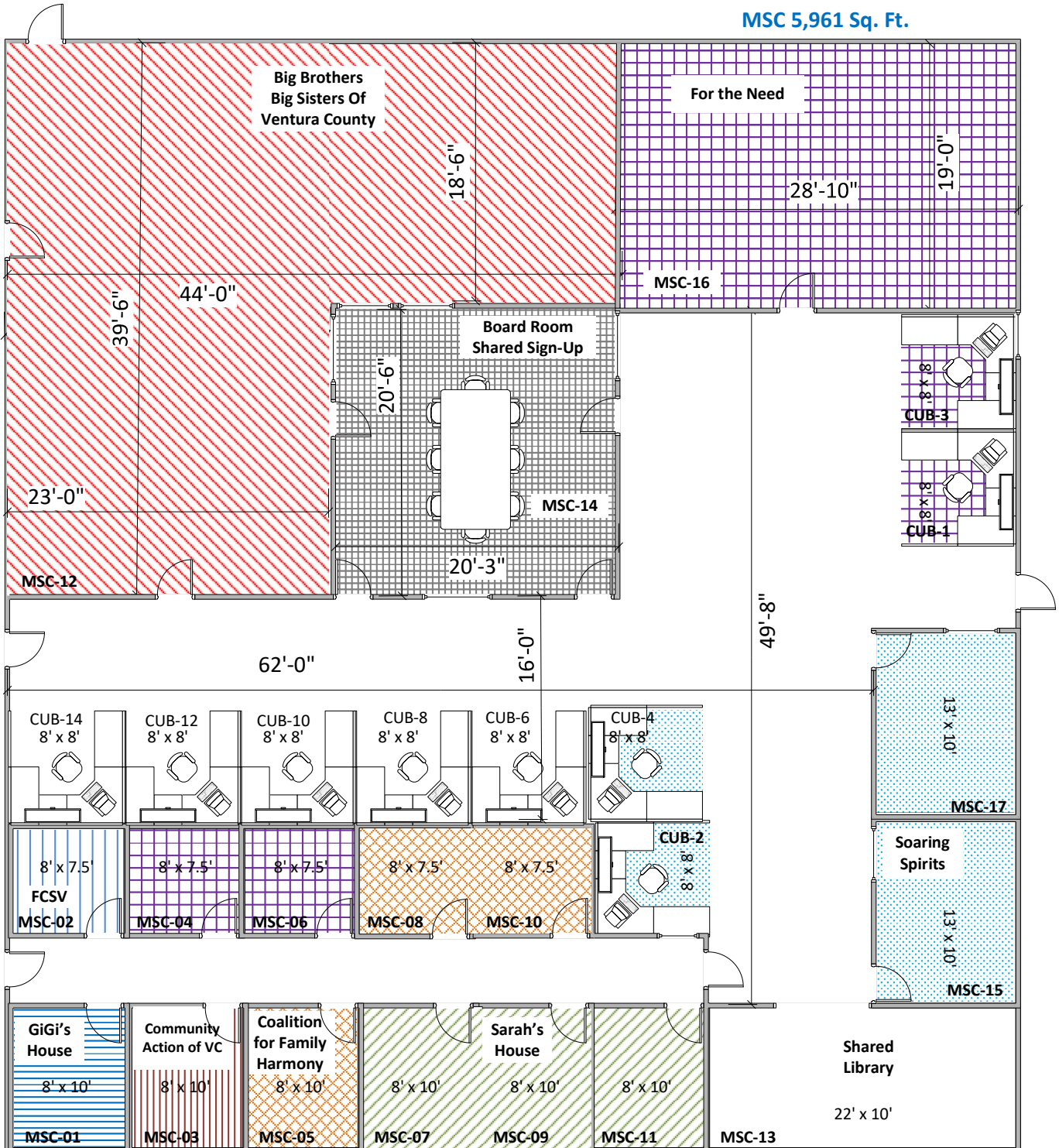
1. Agencies primarily political in nature.
2. Agencies providing services limited to the members of a particular religious or racial group.
3. Agencies existing solely for the presentation of cultural or artistic achievements.
4. Agencies not complying with non-discrimination and affirmative action statements.
5. Basic educational program services considered the mandated responsibility of the public education system.
6. Direct housing services targeted toward the physical development, construction, maintenance, and repair of housing.

*The FCSV MSC facilities committee has the right to amend the above at their discretion.



Exhibit B

MSC 5,961 Sq. Ft.



Shared FCSV & MSC Common Areas

- Waiting Room/Lobby 32' x 19.5' = 624 Sq Ft
- Hall (Lobby to Bathrooms) 80' x 4.5' = 360 Sq Ft
- 2 x Bath Rooms 16' x 10' = 330 Sq Ft
- Staff Kitchen 14' x 15' + 2 x Bathrooms 7' x 8' = 322 Sq Ft
- Total on FCSV Side of Bldg. = 1,636 Sq Ft
- Board Room = 415 Sq Ft (Shared FC/MSC)
- MSC-13 Shared Library = 220 Sq Ft (Part of MSC Common Area)